

GEMS Akademia International School

ADMISSION PROCEDURE AND GUIDELINES (2016-2017)



All parents know that the educational decisions they make today for their young children will have a profound impact on their future success. The problem arises in selecting the right school for their child's early years. Which educational philosophy is best? What facilities does the School offer? The list of questions can seem endless.

GEMS Akademia International School welcomes students to an enriching and joyful learning experience. The Admission Procedure at GEMS Akademia is completely transparent. It has been designed to ensure a suitable fit between what the parents and children expect from the School and what the School in turn can offer them. For the academic year 2016-2017 admissions are open for Nursery to Grade 12.

The Admission Process is categorized into 3 stages. Please read the following guidelines carefully before filling out the Application Form. The forms should be filled out in BLOCK LETTERS in blue/black ink.

I. APPLICATION FORM

1) Parents/guardians can obtain the Application Form in the following ways:

- Collect from the School Campus – Bakrahat Road, Thakurpukur, P.O, Rasapunja, Kolkata - 700104, India (Near Praxis Business School) on payment of a fee of Rs.1,000/- in cash. Please retain the receipt for future reference
- Download from the School website (www.gemsakademia.com). A fee of Rs.1,000/- will need to be paid along with the Registration Fee at the School campus at the time of submission of the Application Form.

2) Admission will be granted to candidates only if they fulfill the age criteria mentioned below, as on April 1, 2016.

Grade	Nursery	KG1	KG2	1	2	3	4	5	6	7	8	9	10	11	12
Age	2+	3+	4+	5+	6+	7+	8+	9+	10+	11+	12+	13+	14+	15+	16+

- 3) The Application Forms and additional admission documents should be understood and signed by the legal custodian of the student (Father/Mother/Guardian).
- 4) Incomplete Application Form and submission of false information will be treated as invalid and will lead to the cancellation of application as well as admission of the child.

II. REGISTRATION & INTERACTION

- 5) Completed Application Form along with supporting documents should be submitted in person at the School campus between 9.00am-3.00pm on all working days.
- 6) The following is the list of documents/material to be submitted:
 - Duly filled Application Form
 - Copy of Authentic Certificate showing Date of Birth of child
 - Two passport size photographs each of mother & father
 - Ten passport size photographs of child
- 7) The following is the list of documents/material to be submitted after admission has been granted:
 - Photocopy of original mark sheet of last examination passed (For Grade 3 and above)
 - Photocopy of residential address proof of father and mother or of legal guardian with whom the student is residing
 - Photocopy of Pan Card/Voter's Card/Ration Card/Passport of father and mother or legal guardian
 - Students to be promoted to the subsequent class are eligible for admission on submission of School Leaving Certificate/Transfer Certificate (TC) duly countersigned by the appropriate authority, and the mark sheet of the previous class. TC, if not submitted at the time of admission, is to be submitted within 60 days of commencement of the academic session, failing which the student is liable for cancellation of admission and withdrawal.
- 8) A Registration Fee of Rs.4,000/- needs to be deposited along with the Application Form. If the Application Form has been downloaded from the website, then an additional Rs.1,000/- needs to be paid.
- 9) The Admit Slip/Card will be issued to the student if all documents are in order, stating the date and time for further interaction. The dates can change with prior notice. Students will be expected to carry the Admit Slip/Card along for all future interactions. Parents/Guardians of all candidates are required to accompany the child at the time of interaction.
- 10) The admission list will be put up on the Notice Board at the school campus. Parents/Guardians will be informed of the relevant notification date on the day of interaction.
- 11) The School Management is the final authority regarding the confirmation of Admission.

III. COMPLETION OF ADMISSION

- 12) On confirmation of admission, the parents/legal guardian should collect the School Fee Book. Further instructions on the method of paying the Admission Fee and Security Deposit will be shared with the parents/legal guardian at this time.
- 13) Fees can be deposited at the School or at an AXIS BANK branch by cash / pay order / demand draft, drawn in favour of "GEMS Akademia International School", payable at Kolkata, India.
- 14) Bank details will be mentioned in the fee book which will be given to parents on completing the Admission Process.
- 15) No fee, once deposited, will be refunded except for the Security & Earnest Deposit, regardless of whether the student has attended classes or not from the beginning of the session.
- 16) Collection of Fee Book, and Payment of Admission Fee and Security Deposit must be completed within 15 days of the admission being granted, or else admission may stand cancelled.
- 17) Details regarding school uniform, transport, books, stationery and other requirements will be shared with parents/legal guardian at the time of completion of the Admission Process.

GEMS Akademia International School

APPLICATION FORM (2016-2017)

School Campus

Bakrahat Road, Thakurpukur
 P.O. Rasapunja
 Kolkata – 700 104
 West Bengal, India

Contact Information

W: www.gemsakademia.com
 E: infoakademia@gemsindia.co.in
 M: +91 90518 88888
 T: +91 (033) 2498 0671/72



Please fill in the following information in BLOCK LETTERS in blue/black ink after reading the Parent Handbook carefully.

I. GENERAL INFORMATION

Date of Submission _____ for Academic Year _____

Admission required for (please tick relevant Grade)

- | | | | |
|----------------------------------|----------------------------|---|--|
| <input type="checkbox"/> Nursery | <input type="checkbox"/> 2 | <input type="checkbox"/> 6 | <input type="checkbox"/> 10 {SCI <input type="checkbox"/> COM <input type="checkbox"/> } |
| <input type="checkbox"/> KG1 | <input type="checkbox"/> 3 | <input type="checkbox"/> 7 | <input type="checkbox"/> 11 {SCI <input type="checkbox"/> COM <input type="checkbox"/> } |
| <input type="checkbox"/> KG2 | <input type="checkbox"/> 4 | <input type="checkbox"/> 8 | <input type="checkbox"/> 12 {SCI <input type="checkbox"/> COM <input type="checkbox"/> } |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 5 | <input type="checkbox"/> 9 {SCI <input type="checkbox"/> COM <input type="checkbox"/> } | |

Attach
student
photo

Admission required for (please tick relevant programme)

- Day Scholastic Weekly Boarding Residential

II. STUDENT INFORMATION

First Name _____ Middle Name _____

Last Name _____

Gender

- Male Female

Date of Birth ____/____/____ (DD/MM/YYYY)

Age as on 01.04.2016 ____/____/____ (YY/MM/DD)

Nationality _____

Religion _____

Mother Tongue _____

Passport Number (if available) _____

Place of Issue _____

Valid Till ____/____/____ (DD/MM/YYYY)

Residential Address _____

Areas of Interest of the candidate (hobbies, talents etc.) _____

Any other information about the candidate you would like to share with the School _____

III. LANGUAGE INFORMATION

All students are required to study a second language from Grade 1 onwards. From Grade 3 onwards students are also required to study a third language.

Grade 1 onwards

2nd Language Hindi Bengali

Grade 3 onwards

3rd Language Hindi Bengali French

IV. FAMILY INFORMATION

Father

- Name _____
- Date of Birth (DD/MM/YYYY) _____
- Nationality _____
- Religion _____
- Qualification _____
- Profession _____
- Employer _____
- Office Address _____

- Office Phone _____
- Residence Address _____

- Residence Phone _____
- Mobile _____
- Email _____



Mother

- Name _____
- Date of Birth (DD/MM/YYYY) _____
- Nationality _____
- Religion _____
- Qualification _____
- Profession _____
- Employer _____
- Office Address _____

- Office Phone _____
- Residence Address _____

- Residence Phone _____
- Mobile _____
- Email _____



V. DECLARATION FORM

The following should be read carefully by the candidate's parents/guardian and signature(s) should be provided in the space below.

Name of Student _____

Grade Applying For _____

1. I/We have truthfully and to the best of my/our knowledge completed the application for the above named student and accept that this application form is only a request for admission and it does not guarantee admission to GEMS Akademia International School. I/We agree to pay the admission fee within 15 days from the date of notification of confirmation of admission, failing which my/our ward's admission may be cancelled. I/We will not seek access to confidential teacher evaluation materials before or after my/our ward's admission. The undersigned releases every person and institution from any and all liability resulting from or pertaining to the furnishing of records, documents, and other information provided to GEMS Akademia International School for this purpose. All materials submitted in support of this application become the property of GEMS Akademia International School, and are kept confidential, and will not be released. If my/our ward is accepted for admission, I/we understand that admission will be assigned based on availability of seats. I/We understand and accept all rules/clauses relating to payment and refund of fees as mentioned in the Parent Handbook. I/We undertake to abide by the school rules that may change from time to time.
2. I/We understand that GEMS Akademia International School regulations forbid the use of drugs, alcohol and tobacco by all students, whether in school uniform or not. This rule applies whether the student is on or off campus. If admitted, I/we agree to abide by the principles of GEMS Akademia International School as mentioned in the Parent Handbook which prohibits students from resorting to unfair means during examinations, unauthorized absence from classes, damaging school property, causing injury to others, slander, obscene behaviour, stealing, vandalism, possessing and distributing pornographic and other objectionable materials and all other offences that are detrimental to the integrity, discipline and moral values of GEMS Akademia International School. The School reserves the right to take disciplinary action in the event of gross misconduct with regard to the same. The student will uphold moral values in the selection of movies, music, television, video or computer games, books, magazines, internet sites accessed, and other forms of entertainment. I/We understand and accept that all Students of GEMS Akademia International School will voluntarily take part in school activities, functions, educational excursions and if required will stay back after school hours for purposes of rehearsal or related work.

Father

Mother

Legal Guardian

Name _____

Signature _____

Date _____

FOR OFFICE USE ONLY

DOCUMENT CHECKLIST

Application Form	<input type="checkbox"/>
Student Health Form	<input type="checkbox"/>
Student Vaccination Card	<input type="checkbox"/>
Transport Form	<input type="checkbox"/>
Proof of Date of Birth	<input type="checkbox"/>
Mark Sheet	<input type="checkbox"/>
ADHAR Card / Voter Card / Passport of Father and Mother or Legal Guardian	<input type="checkbox"/>
Passport of Student (Optional)	<input type="checkbox"/>
10 Passport Size Photographs of Student	<input type="checkbox"/>
2 Passport Size Photographs of Father and Mother or Legal Guardian	<input type="checkbox"/>
Transfer Certificate	<input type="checkbox"/>

Date of Submission _____

Admission Form Number _____

Student Identity Number Allotted _____

Admission for Grade _____

Date of Joining _____

Principal's Remark _____

Signature & Seal

(GEMS Akademia International School)

GEMS Akademia International School

STUDENT HEALTH FORM



**Attach
student
photo**

Please fill in the following information in BLOCK LETTERS in blue/black ink.

Name of Student _____ Grade applied for _____

Student Address _____

Gender Male Female Date of Birth ____/____/____ (DD/MM/YYYY)

In case of an Emergency, the School authorities should contact

1. Name _____ Relationship _____
Contact No. _____

2. Name _____ Relationship _____
Contact No. _____

Preferred Doctor/Family Doctor _____
Contact No. _____

Sibling(s) at GEMS Akademia International School:

1. Name _____ Grade _____

2. Name _____ Grade _____

3. Name _____ Grade _____

Immunization History

All students must have completed their minimum vaccination requirements as per the National Immunization Schedules at the time of seeking admission. Please indicate the date of immunization in the space given below, and provide a photocopy of the Vaccination Card.

- BCG _____
- DPT/DTaP _____
- Measles _____
- MMR _____
- Typhoid _____
- Polio _____
- Hepatitis A _____
- Hepatitis B _____
- Chicken Pox _____

Further Details

Brief medical history of the student (mention specific ailments) _____

Does your ward take any medicines for chronic ailments? If yes, please mention the names. _____

Special Instructions for the School Doctor/Nurses to note _____

Student is Allergic to _____

Student Blood Group _____

I/We give my/our consent for emergency measures to be taken by the School Doctor, Nurses or/and Authorities if and when the need arises.

Father

Mother

Legal Guardian

Name _____

Signature _____

Date _____

(Please note that the above information is required in order to provide the best medical care to your ward. Your kind cooperation is solicited).

GEMS Akademia International School

TRANSPORT REQUEST FORM



**Attach
student
photo**

Please fill in the following information in BLOCK LETTERS in blue/black ink.

Name of Student _____

Grade for which admission is sought _____

Will the student avail school transport services? Yes No

Admission required for (please tick relevant programme)

Day Scholastic Weekly Boarding Residential

If YES please provide Pick-up and Drop Address: _____

Contact Numbers _____

I/We hereby request GEMS Akademia International School to provide daily transport to my/our ward to attend school. I/We understand and accept that the transport routes may be changed by the School Authorities whenever necessary, and that the transport facility will be provided subject to availability of service on the route covering the pick-up/drop address of my/our ward. I/We undertake that my/our ward shall abide by and follow all the rules and regulations pertaining to conduct in the School bus/shuttle, failing which the School reserves the right to disallow my/our ward from availing the school transport facility. I/We shall extend full cooperation to the bus/shuttle In-Charge and his/her staff. I/We agree to pay the School the Transport Fee as prescribed.

Father

Mother

Legal Guardian

Name _____

Signature _____

Date _____

GEMS Akademia International School

SCHEDULE OF FEES (2016-2017)

(Fees are in INR)



Fees Payable for Day Scholastic Programme

SL. No.	Particulars	Nursery to KG2	Grade 1 to 5	Grade 6 to 10 (CISCE)	Grade 7 to 10 (CIE)	Grade 11 & 12 (CIE)
1	Admission Form	1000	1000	1000	1000	1000
2	Registration Charge	4000	4000	4000	4000	4000
3	Admission Fee	40000	40000	40000	40000	40000
A	Payable at the time of Admission	45000	45000	45000	45000	45000
4	Security Deposit (Refundable when student leaves GAIS)	20000	20000	20000	20000	20000
B	Payable at the time of Admission	20000	20000	20000	20000	20000
5	Session, Development and Maintenance Chg.	16000	16000	16000	16000	16000
C	Payable Annually	16000	16000	16000	16000	16000
6	Monthly Tuition Fee	3250	3500	4000	5000	5500
7	Extra-Curricular Fee	500	750	750	750	750
D	Payable Quarterly	11250	12750	14250	17250	18750
1	Annual Cost in 1st Year (A+C+(Dx4))	106000	112000	118000	130000	136000
2	Annual Cost in Subsequent Years (C+(Dx4))	61000	67000	73000	85000	91000
3	Refundable - when student leaves GAIS (B)	20000	20000	20000	20000	20000

Meals, Transport, Books, Stationery, Uniforms & Examination Fee of CISCE/CIE as per actuals.

School Timing: Nursery, KG1 & KG2 - 7:40 AM to 11:30 AM ; Grade 1 onwards - 7:40 AM to 2:45 PM

GEMS Akademia International School

SCHEDULE OF FEES (2016-2017)

(Fees are in INR)



Fees Payable for Weekly/Full Boarding Programme for Indian & SAARC Students

SL. No.	Particulars	Grade 1 to 5	Grade 6 to 10 (CISCE)	Grade 7 to 10 (CIE)	Grade 11 & 12 (CIE)
1	Admission Form	1000	1000	1000	1000
2	Registration Charge	4000	4000	4000	4000
3	Admission Fee	40000	40000	40000	40000
A	Payable at the time of Admission	45000	45000	45000	45000
4	Security Deposit (Refundable when student leaves GAIS)	20000	20000	20000	20000
5	Earnest Deposit (Refundable when student leaves GAIS)	30000	30000	30000	30000
B	Payable at the time of Admission	50000	50000	50000	50000
6	Session, Development and Maintenance Charge	16000	16000	16000	16000
C	Payable Annually	16000	16000	16000	16000
7	Monthly Tuition Fee	3500	4000	5000	5500
8	Extra-Curricular Fee	750	750	750	750
D	Payable Quarterly	12750	14250	17250	18750
9	Monthly Reimbursement of Expenses (Meals & Weekly/Full Boarding Charge)	15000	16000	16000	17000
E	Payable Quarterly	45000	48000	48000	51000
1	Annual Cost in 1st Year (A+C+((D+E)x4))	292000	310000	322000	340000
2	Annual Cost in Subsequent Years (C+((D+E)x4))	247000	265000	277000	295000
3	Refundable - when student leaves GAIS (B)	50000	50000	50000	50000

The above Fees include academic costs, co-curricular costs, full use of school facilities, participation in supervised activities & remedial classes, accommodation, laundry, meals and various boarding expenses.

Transport, Books, Stationery, Uniforms & Examination Fee of CISCE/CIE as per actuals.

GEMS Akademia International School

SCHEDULE OF FEES (2016-2017)

(Fees are in USD)



Fees Payable for Full Boarding Programme for NRI/Foreign Students

SL. No.	Particulars	Grade 1 to 5	Grade 6 to 10 (CISCE)	Grade 7 to 10 (CIE)	Grade 11 & 12 (CIE)
1	Admission Form	20	20	20	20
2	Registration Charge	80	80	80	80
3	Admission Fee	700	700	700	700
A	Payable at the time of Admission	800	800	800	800
4	Security Deposit (Refundable when student leaves GAIS)	400	400	400	400
5	Earnest Deposit (Refundable when student leaves GAIS)	600	600	600	600
B	Payable at the time of Admission	1000	1000	1000	1000
6	Session, Development and Maintenance Charge	300	300	300	300
C	Payable Annually	300	300	300	300
7	Monthly Tuition Fee	60	70	80	90
8	Extra-Curricular Fee	20	20	30	30
D	Payable Quarterly	240	270	330	360
9	Monthly Reimbursement of Expenses (Meals & Weekly/Full Boarding Charge)	275	300	300	325
E	Payable Quarterly	825	900	900	975
1	Annual Cost in 1st Year (A+C+((D+E)x4))	5360	5780	6020	6440
2	Annual Cost in Subsequent Years (C+((D+E)x4))	4560	4980	5220	5640
3	Refundable - when student leaves GAIS (B)	1000	1000	1000	1000

The above Fees include academic costs, co-curricular costs, full use of school facilities, participation in supervised activities & remedial classes, accommodation, laundry, meals and various boarding expenses.

Transport, Books, Stationery, Uniforms & Examination Fee of CISCE/CIE as per actuals.